

**Bishop Road Primary School****Address:** Bishop Road, Bristol BS7 8LS**Head Teacher:** Mr Joe Emissah**Deputy Head Teacher:** Mr Alex Edwards**Governing Body****Chair:** Ms Sally Lucas**Vice Chair:** Ms Becky Kay**Clerk:** Ms Janet Bremner**GOVERNING BODY MEETING – Term 4****Held in Bishop Road Primary School on Thursday 12th March 2026 at 6.15pm****APPROVED MINUTES**

Name	Position	Initials	Present	Apologies	Absent
Thomas Barr	Staff Governor	TB	√		
Alex Edwards	Associate Member	AE	√		
Joe Emissah	Head Teacher	JE	√		
Matt Gitsham	Co-opted Governor	MG	√ (from item 3)		
Simon Jones	Co-opted Governor	SJ	√		
Becky Kay	Parent Governor & Vice Chair	BK	√		
Sally Lucas	Co-opted Governor & Chair	SL	√		
Emma Metcalfe	Associate Member	EM		√	
Imogen Sahni	Co-opted Governor	IS	√ (from item 2)		
John St Leger	Co-opted Governor	JSL	√		
Russell Walker	Parent Governor	RW	√		
In attendance					
Janet Bremner	Clerk	JB	√		
Karl Hemmings	Prospective governor	KH	√		

Question from the Governing Body	Action	Decision
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The meeting began at 6.15pm

ITEM	MINUTE	ACTION
1.	Welcome & Apologies for Absence	
	SL welcomed everyone to the meeting, including KH, who is a prospective governor. Introductions. Apologies were received and accepted from EM. The meeting was noted to be quorate. There were no changes to the business and pecuniary interest declarations.	
2.	Building development project	
	JE introduced the piece of work completed by JSL. He commented on the size and scope of the work and thanked JSL for all he had done in this project. The project focuses on how best to use the space that will be freed up in the school following the change from 4 form to 3 form entry. This change will take place over a period of seven years, so the plans are necessarily phased. JE commented that JSL had been working closely with school leaders and a steering group. He noted that it is a big plan and that it identifies a way of working. He referred to the fact that the new school business manager will be joining shortly and that this timing	



	<p>is very opportune.</p> <p>JSL introduced his presentation which comprised a set of large plans of the school site. He noted the change from 840 to 630 places over time. He also noted that the plans excluded the playing fields. JSL noted the impact of most of the site being single storey. He then described the plans going through each year. There was a discussion which focused on key areas. These included the parts of the school which are currently accessible and those which are not and which spaces could be freed up. One of the aims is to include more visible space for community use and another priority is to increase the number of areas within the school that are fully accessible.</p> <p><i>IS joined the meeting</i></p> <p>Classroom size, is there anything that can be done about that or do does the school just have to accept it?</p> <p>Discussion. It was noted that any change to rooms would be extremely expensive. The better solution therefore is to make more flexible use of the space that already exists. Reference was made to the White Paper (<i>Every Child Achieving and Thriving</i>, 23 February 2026) and the intention to include more children with special educational needs and disabilities (SEND) in mainstream settings. It is about being realistic as to what is achievable for Victorian schools, and it is about focusing on increased flexibility. JSL noted that the model proposed facilitates flexibility.</p> <p>Could there be more trees on the site?</p> <p>Discussion on use of green spaces. Part of the challenge is the impact on any green space of the footfall of so many children. It was noted that opportunities for trees would be maximised where possible.</p> <p>Is the school confident of achieving the funding to deliver this?</p> <p>JE noted that the reduction in pupil numbers over time is driving this project. It is important to fill the school and having an increased after school provision is key for that. The studio would also be available for the after-school club. Community use needs to be the first part of the project because of that. SL asked governors to agree the proposed increase to the provision offered by BRAC by 50 places from September 2026. Agreed.</p> <p>It was noted that the phasing and priorities of the plan can be reviewed and indeed will need to be reviewed throughout the 6-year period, but the important thing is to have a robust plan in place, particularly as this can help with applications for funding.</p> <p>SL thanked JSL for leading the discussion. Key documents to be shared with governors. JSL to send to JB to post on GovernorHub</p> <p><i>MG joined the meeting</i></p>	
3.	Head Teacher's Report	
	<p>JE referred to his report. He summarised some of the key points from the recent White Paper, specifically around SEND and Academisation. Discussion of academisation. The strengths of the school were noted.</p>	
4.	Committee Reports	
	<p>Finance Buildings, Health and Safety Committee 12.1.26 & 27.1.26</p> <p>SJ reported that there had been a short meeting in term 3 on the 12th January. This had been called to review and approve the staffing changes needed following the resignation of Thomas Powe. He noted that a school business manager has now been appointed and that the next step would be to appoint a site manager.</p> <p>The second FBHS meeting on the 27th January had included a visit to the studio and BRAC space and the recently refurbished toilets. The meeting also covered the transition arrangements for the new school business manager. Although the LA representative was</p>	

	<p>not at the meeting, finances were reviewed including the current budget position. It was noted that the school has a surplus and that this is driven by multiple factors. The health and safety policy was reviewed and approved, and other site matters also considered.</p>	
	<p>Teaching and Learning Committee 2.3.26 BK reported on the presentation by Amber Purnell about how times tables are taught within the school, including the strategies used to help to build mathematical fluency for the children, boosting their confidence and reducing anxiety. She noted that this helps all groups of children, including those who may not normally do well in maths. At the end of year 4 all children are confident up to the 12 x 12 table. The school uses lots of strategies building towards the national multiplication test, which the children see as a quiz.</p> <p>The meeting also reviewed the White Paper and the proposals for enhancing the school environment. There was discussion on environmental stewardship, helping the children to take some ownership of what is happening around them. Two policies were reviewed and these have been brought to this FGB meeting following some small revisions.</p> <p>BK reported to the meeting about her recent visit to the school as safeguarding lead governor, noting that an SCR (Single Central Record) check had been completed. She also reported on the visit undertaken by herself, SJ & JSL in January to the hydrology day. She has recently submitted a report on that visit, and the link has been shared on GovernorHub. Discussion of projects. It was noted that whilst there is a balance between Arts and STEM (Science, Technology, Engineering, and Mathematics) the longer project has in recent years tended to be STEM. This will be monitored. It was also noted that projects fit with other elements of the curriculum. They are integrated into what the children are doing in the future. The projects are a good example of what can be achieved with the level of autonomy that the school has. They help to support teacher engagement as teachers get to grow through planning and delivering projects.</p>	
5.	SEND	
	<p>RW presented his report as SEND link governor. He had met with the two SENCOs. The report covers key data showing how SEND is managed. There are currently 70 children on the SEN register and 13 with an education and health care plan (EHCP). The children with the EHCPs are all having annual reviews as required and the plans are implemented by the school as required.</p> <p>He discussed the breakdown of the type of need. This has shown an increase in children with social emotional and mental health needs. Full details are in his report.</p> <p>SEND funding is used primarily for one-to-one support and training for staff. The training includes Autism spectrum, ADHD and dyslexia. He noted that one pupil is in an alternative learning provision (ALP) for a few days a week but that this is working well.</p> <p>The following areas will be looked at in more detail in future reports:</p> <ul style="list-style-type: none"> • Safeguarding provision at the ALP • Monitoring data year on year • How Team Teach is used. RW is aware that there are new guidelines applicable to this from April 2026. This will mean that the positive behaviour policy will require another update. 	
6.	Climate Action Plan	
	<p>Update from working group. MG and TB reported on the progress made so far. A working group meeting had taken place the previous day. They circulated a plan produced by the group, noting that this is a live plan with things added and removed. There has been input from the school council and a link developed with the forest school which has a strong involvement and interest in ecological matters. As a climate ambassador MG has a link to resources, which have been very beneficial. One of the challenges is to channel the enthusiasm of those involved appropriately. The working group will revisit some elements when the new school business manager starts so that</p>	

she can input into the process. It was noted that there have been lots of investigations, for example into safer streets and the way staff and children come to school. It was suggested that there could be an input on climate action at the term 6 Teaching and Learning Committee. **Action JB to add to agenda.**

7. Policies for approval or information

1. **Positive Relationships and Behaviour Policy**
AE explained the rationale behind the changes to the behaviour policy. He reported that the school had consulted with the community as well as reviewing the recommendations from a recent report. This had resulted in clearer definitions of behaviour as opposed to bullying. The policy has also recognised that at times there is a difference of opinion between the school and parents and carers. The policy has therefore specifically referenced evidence that is seen in school. The policy makes it very clear that all reported bullying is taken very seriously. A flow chart in the policy also makes it clear who takes action and when, and at what point issues are referred to the designated safeguarding lead. **Policy Approved**
2. **Anti Bullying Policy. Policy noted**
3. **Health & Safety Policy. Policy Approved.**
4. **Early Careers Teacher Policy.** The changes are only in dates and names. **Policy Approved**
5. **Whistleblowing Policy. Policy Approved**
6. **Disciplinary Policy. Policy Approved**
7. **SEND policy.**
AE noted that the changes in the SEND policy are small and are there to reflect the changes in the way that Bristol City Council allocates funding. References to the high needs block have been removed as this no longer exists. **Policy Approved**
8. **SEND Information Report. Report Approved**
9. **Complaints procedure.**
JE noted the school receives only a small number of complaints, but these sometimes require a large amount of school time and resource due to the detail and complexity. Complaints are often AI generated which can introduce unnecessary, unhelpful and irrelevant time to the process of achieving a desirable outcome for the complainant. He also reflected on the likely impact in the future following changes to the way support is provided to children with SEND and the intention that all complaints go through schools. This revision reflects a change in responsibility within the school with the deputy head empowered to deal with complaints. The policy retains an opportunity to complain about the deputy head to the head if appropriate, but now reflects that a proportion of school complaints will likely be managed by the deputy directly. **Policy Approved**

8. Approval of minutes

The minutes of the meeting 13.11.25 were approved as an accurate record and signed by the Chair.

Item	Actions agreed	Who by	Deadline
5.0	Named governor report for SEND to be moved to T4 agenda	JB	Agenda
7.0	Update Governors Monitoring schedule and send to AE	JB	Completed
12.0	Complete: Governor Training – Safeguarding	IS	Overdue
12.0	Complete effectiveness tool	RW	Completed
12.0	Set up working group to review complaints procedure	JB	Deferred

9.	Additional Item	
	<p>Health and safety training feedback MG fed back from recent training delivered by Bristol Governor Development Services. This included highlighting the requirement for Health and Safety to be covered at every FGB. Discussion. It was felt that H&S is covered well at the three committee meetings and also at some FGBs and that this will be adequate. MG also referred to the CASHSM visit which is conducted by the Local Authority. This has been deferred for the school until after the arrival of the new school business manager. The requirement for the school to have a risk register and for this to be reviewed occasionally by governors was also noted. MG reported that the Bristol City Council Employee Assistance Programme is available not only to staff but also to governors.</p>	
10.	Date & Time of Next Meeting	
	Thursday 14th May 2026, 6.15 – 8.15pm	

The Meeting ended at 8.15pm

Minutes agreed to be a true and accurate record of Full Governing Body Meeting, Thursday 12th March 2026



Signed

Date 14th May 2026

Item	Actions agreed Term 4	Who by	Deadline
2.0	Send key document relating to estates plan to JB to post on GovernorHub	JSL	ASAP
6.0	Add climate action item to T6 T&L agenda	JB	T6 T&L
8.0	Complete: Governor Training – Safeguarding	IS	Overdue

Decisions taken	
3.2	Agreed to increase to the provision offered by BRAC by 50 places from September 2026.
7.0	<p>Following policies approved:</p> <ul style="list-style-type: none"> • Positive Relationships and Behaviour Policy • Health & Safety Policy • Early Careers Teacher Policy • Whistleblowing Policy • Disciplinary Policy • SEND policy • SEND Information Report • Complaints procedure <p>Anti Bullying Policy noted</p>
8.0	The minutes of the meeting 13.11.25 were approved

Item	Forward Agenda	Who by	Deadline
2.5	Safeguarding Named Governor Report	BK	T5 FGB
2.5	Health & Safety Named Governor Report	MG	T5 FGB
2.5	Pupil Premium Named Governor Report	IS	T6 FGB
9.0	Collaborative Practice	JE	T5 & T1 FGB
10.0	Climate Change Action Plan	MG	T6 & T2 FGB
T&L T2	Ofsted Framework update	JE	T5 FGB